RAFAELA DA SILVA MELO

Committed to education
that contributes to improve society

CONTACT

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VOLUNTEER JOBS

External Contributor: Projeto Classifique 2014-2015

Techinical reporting elaboration analyzing eletronic games and mobile apps for kids using parental rating criteria for each age group.

SKILLS

- Administrative Assistant (Office and Administrative Routines)
- Production of Multimedia Content
- Pedagogical Support
- Academic Research Assistant
- Assistant Secretary

PROFILE

I am 33 years old and have experience as Teacher Assistent and Research Junior. I am interested in international relations, charity and learning about education for a culture of peace involving digital technologies.

PROFESSIONAL EXPERIENCE

Secretary Assistent at Revista Horizontes Antropológicos

UNIVERSITY FEDERAL OF RIO GRANDE DO SUL | 2012–2013

- **Administrative routines;**
- **Sending of official correspondence (magazines and certificates);**
- **Communication with referees and authors of academic articles;**
- **Monitoring and follow-up of articles to be published in a journal.**

Teacher's Assistant to Dr. Marie Jane Soares Carvalho

UNIVERSITY FEDERAL OF RIO GRANDE DO SUL | 2013–2015

- **Assist the teacher with visual aids, handouts, and paperwork;**
- **Provide students support and guidance throughout the semester;**
- **Organized consultations between teacher and students.**

RESEARCH TOPICS

Researcher Junior to Dr. Luis Armando Gandin, Head Researcher of "educational policies, discourse and common sense"

UNIVERSIDADE FEDERAL DO RIO GRANDE DO SUL- 2012/2014

- **Your research "Participation of the community in the democratic management of a school in the Municipal. Education Network of Porto Alegre: the performance of the School Council in the construction of a new educational common sense " was presented at two conferences and published in a paper.**

Researcher Junior to Dr. Jane Felipe de Souza, Head Research of violências de gênero, amor romântico e famílias: entre idealizações e invisibilidades, os maus tratos emocionais e a morte"

UNIVERSITY FEDERAL DO RIO GRANDE DO SUL 2015/2016

- **Your research was presented at three conferences and published in an app and a book chapter.**